

THE CITY OF TAYLORSVILLE
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals

Baseball Complex due January 21, 2005, at 3:00 p.m. (MST)

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“*Proposal(s)*” or “*Response(s)*”) from qualified proposers (“*Proposers*” or “*Consultants*”) to provide comprehensive site development and master planning services for a baseball complex/baseball fields (the “*Project*”) at a location to be determined as part of the Proposal (the “*Services*”).

1.1. **Intent.** It is the intent of this Request for Proposals (this “*Request*”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Detailed Description of Services.** The Consultant will evaluate various locations within the City for the Project. The locations must be consistent with the needs, intent and desires of the City and Salt Lake County. The City will select the location for the Project and the Consultant will provide comprehensive site development and master plan services for such location. Services include, but are not limited to, the following:

2.1. Utilizing input from a steering committee and public input.

2.2. Research various locations within the City for the Project including, but not limited to, history, aerial photos, transportation plans, City plans, utilities, etc.

2.3. Evaluate and recommend a preferred site for development of the Project with justification and explanation.

2.4. Identify government and private agencies that would be impacted by the Project and evaluate the impacts and propose solutions to adverse impacts. Coordinate with appropriate governmental agencies.

2.5. Plan, conduct and participate in public meetings to inform local residents and solicit input to formulating meaningful plans.

2.6. Arrange and conduct semi-monthly meetings (or more frequently if requested by the City) with representatives of the City and Salt Lake County to discuss the status of the Services; problems and solutions, schedules, issues, etc. Maintain minutes of such meetings and distribute minutes identifying issues, resolutions and actions taken at these meetings.

2.7. Develop a comprehensive site development and master plan for the Project.

- 2.8. Prepare design development drawings of the Project.
- 2.9. Prepare a comprehensive cost estimate for development and construction of the Project.
- 2.10. Prepare a comprehensive planning document which fully explains and illustrates all conclusions and recommendations.
- 2.11. Submit fifteen (15) copies of the final planning document in full color 8-1/2 x 11 inch format and a complete planning document, including all text and drawings, in WordPerfect or Microsoft WORD electronic format.

3. **Proposal Requirements.** Six (6) copies of Responses are required to be submitted to John Inch Morgan c/o Patricia Quintana as listed below no later than 3:00 p.m. (MST) on January 21, 2005. Any Response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services. The introductory letter should be addressed to:

John Inch Morgan c/o Patricia Quintana
City Administrator's Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. **Project Team.** Describe, in sufficient detail, the proposed team to provide the Services ("*Project Team*"). Listing personnel as a member of the Project Team constitutes the Consultant's agreement that such personnel will actually provide the Services. Responses must include a spreadsheet listing qualifications and experience of key personnel, projects that Consultant has completed during the last five years, and client and reference contact telephone numbers.

3.3. **Capability of the Consultant.** Describe, in sufficient detail, the Consultant's capability to perform the Services and internal quality and cost control procedures.

3.4. **Approach to the Project.** Describe, in sufficient detail, the proposed approach to the Services. Identify potential impacts, impediments, conflicts, and potential mitigation.

3.5. **Price.** Detail the proposed all-inclusive fee for the Services which includes, but is not limited to, all costs, materials, expenses and supplies.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems or recommendations with respect to the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a selection committee. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage is as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Project Team	25%
Capability of Consultant	25%
Approach to Project	25%
Price	<u>25%</u>
TOTAL	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for award. In addition, one or more Proposers may be invited to interview. Provided, however, that Proposals may be accepted without discussion or interview. The above criteria will be used in the interview evaluation, if any. A selection committee or individual(s) will be appointed by the City (referred to hereinafter as "*Selection Committee*"). The Selection Committee reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Selection Committee, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **Pre-Response Meeting.** A meeting is scheduled for January 6, 2005, at 2:00 p.m. at the City Offices located at 2600 West Taylorsville Boulevard (5320 South), Taylorsville, Utah in room 140 (City Council Chambers), to provide general information regarding the Services. Attendance at this meeting is strongly recommended. A written summary of the meeting will not be prepared or distributed. Nothing stated at the meeting shall change this Request unless a written amendment to the Request is issued. Proposers planning to attend the

pre-response meeting should notify (RSVP) Patricia Quintana at 963-5400 prior to the pre-response meeting.

8. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. Except for information provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than January 12, 2005 at 2:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at <http://www.taylorsvilleciut.com> www.ci.taylorsville.ut.us. Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in public domain and become public record subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

9. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. A draft copy of the agreement is attached hereto as exhibit "A." The City attorney's office working with the selected Consultant will negotiate the final terms of the agreement. All provisions of the agreement will be in compliance with applicable laws, rules and regulations.

10. **Contact Person.** For further information, contact John Inch Morgan, City Administrator, (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

Exhibit “A”
[Agreement]